



❖ *CAREER EXECUTIVE ASSIGNMENT* ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Deputy Director, Integrated Water Management (Level 4)
Salary Range: \$9018 - \$9939
(Maximum rate for engineers is \$13,381 and for non-engineers is \$10,520 with DPA approval.)
Final Filing Date: May 13, 2011

DUTIES/RESPONSIBILITIES:

Under the direction of the Director of the Department of Water Resources (DWR), the Deputy Director, Integrated Water Management (IWM) is responsible for overseeing the daily functions of various divisions within DWR. Acts for the Director with primary responsibility for advising and assisting in the formulation, revision, and implementation of policies and programs within the following areas of responsibility: Division of Flood Management, Division of Safety of Dams, Division of Integrated Regional Water Management, Division of Statewide Integrated Water Management, FloodSAFE Projects Office, Bond Accountability, and Climate Change. As a member of the Executive staff, acts as key advisor to the Director and other Executive staff on major policy, program and operational issues affecting DWR. Provides policy guidance and advises Executive staff on the implications of proposed administrative actions and policies. Develops, adopts or recommends adoption of, and implements departmental administrative and operational policies. Advises and assists the Director in all administrative and management matters and approves and signs documents, correspondence, and reports within area of responsibility. As directed, represents the Director and assists in presentations for and negotiations with Congress; the Legislature; Governor's Office; other federal, State and local governmental agencies; private groups; and the public. Acts for the Director in his absence in any and all matters not specifically prohibited by law. Performs other duties as the Director may assign.

EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. **The results of this examination will be used to fill the Deputy Director, IWM position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results.**

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. The **"Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Deputy Director, IWM position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

EITHER I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

OR IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization).

DESIRABLE QUALIFICATIONS:

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- a. Possession of a valid certificate of registration as a professional engineer issued by the California State Board of Registration for Professional Engineers.
- b. Evidence of the ability to plan, organize and direct a large water resources related program.
- c. Knowledge of federal and State laws, regulations and directives related to water resources planning, development, and management in California.
- d. Knowledge of high level water policy, water management, bond accountability, and environmental issues in California.
- e. Experience and involvement in resource conservation and/or environmental programs.
- f. Experience in negotiating and resolving complex, politically sensitive and controversial water management issues with local water agencies, State, and federal agencies.
- g. Broad experience directing a large multi-disciplinary professional, technical, and administrative staff integrating a diverse program.
- h. Knowledge of State budgetary, personnel, contracting, and departmental administrative practices.

HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **May 13, 2011** to the attention of Fariba Shahmirzadi, Department of Water Resources, P. O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

The application and "Statement" must be received by the final filing date.

Questions concerning this examination process should be directed to Fariba Shahmirzadi, Chief of HR Modernization, Selection, and Job Analysis at (916) 653-7807.

**California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD Telephones 1-800-735-2929
From Voice Telephones: 1-800-735-2922**